

**Survey and Mapping Office
Lands Department**

**Guideline for Authorized Land Surveyors to Prepare Final Survey Report and
Survey Record Plan for Certifying no Encroachment on any Government Land
upon Completion of the Development**

(1st Issue – September 2026)

1. Purpose

This guideline establishes the procedures and survey requirements for Authorized Land Surveyors (“ALS”) to prepare the final survey report and Survey Record Plans (“SRP”) to support specifically certification for no encroachment on any Government land upon completion of the Development¹.

2. Background

When an ALS is appointed to carry out a final survey for the Development with an aim to certify that there is no encroachment on any Government land upon completion of the Development, a final survey report and SRP, which are duly signed and certified by the ALS, are required to be submitted with the certification letter confirming no encroachment on any Government land upon completion of the Development.

3. Reference Documents

- The relevant Lands Administration Office (“LAO”) Practice Note issued from time to time
- The Code of Practice under the Land Survey Ordinance (Cap. 473)

4. Appointment of ALS

An ALS means a person whose name is currently entered in the register of ALSs (established under section 8 of the Land Survey Ordinance (Cap. 473)) and whose registration is in force.

5. Responsibilities of ALS

The ALS shall be appointed for the following specific purposes:

- To carry out the final survey of the Development upon completion;

¹ This guideline does not apply to developments to be built under the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121).

- to ensure that the final survey of the Development, as carried out by him/her or by other persons under his/her supervision or direction, and the SRP(s) prepared by him/her or by other persons under his/her supervision or direction, comply with accuracy requirements and standards set out in the Code of Practice under the Land Survey Ordinance (Cap. 473);
- to coordinate with the lot owner or the Authorized Person² ("AP") of the Development to confirm any installations, projections, architectural or amenity features, formation or construction works, etc., for which approval has been obtained from the Buildings Department and the Lands Department for their construction over the adjoining Government land;
- to confirm the completed construction works of the Development does not encroach on any Government land, except for those approved features as mentioned above; and
- to prepare and certifying the final survey report and SRP(s) in accordance with the requirements stipulated in this guideline.

6. Survey Requirements and Standards

6.1 Scope of the Final Survey

The final survey shall:

- 6.1.1 adopt the lot boundary data as delineated in the sale/grant/dimension plan annexed to the executed Conditions of Sale/Grant/Exchange for the checking of any encroachments on Government land;
- 6.1.2 adopt the survey stations established for dimensioned survey or setting out survey of the subject lot as the survey origin as far as practicable. Otherwise, geodetic survey stations of the Survey and Mapping Office ("SMO") or other land boundary survey stations established by District Survey Office of SMO shall be adopted;
- 6.1.3 survey previously established Permanent Survey Marks (PSMs) or other previous surveyed features of the subject lot (if survey of PSM is not possible) for consistency checking before conducting the final survey. Discrepancies with the previous survey shall be computed and recorded in the survey report, and any substantial discrepancy shall be evaluated;
- 6.1.4 identify and survey as-constructed features that arise from or are associated with the Development , except for those mentioned in paragraph 6.1.6 below. All as-constructed features within 0.5m of the lot boundary and all outermost as-constructed features of the Development shall be surveyed. All survey points of as-constructed features should be checked independently (e.g. double radiation). The survey report shall include the computation records of the discrepancy check for all survey points and photos of the survey features with a photo index; and

² "Authorized Person" shall be as defined in the Buildings Ordinance, any regulations made thereunder and any amending legislation.

- 6.1.5 show all the surveyed features mentioned in paragraph 6.1.4 on the SRP. For features within 0.5m of a boundary line (whether located within or outside the lot boundary), offsets from the boundary line to these features shall be calculated and shown on the SRP.
- 6.1.6 Survey for the installations, projections, architectural or amenity features, formation or construction works, etc., which were confirmed by the lot owner or the AP that approval has been obtained from the Buildings Department and the Lands Department for their erection over the adjoining Government land, is not mandatory. These features could be absent from the SRP but shall be clearly tabulated in the final survey report and annotated in the site photos for reference.

The ALS shall ensure that all as-constructed features of the Development to be surveyed (see paragraph 6.1.4) and all approved features to be tabulated (see paragraph 6.1.6) have been annotated in the site photos.

6.2 Timing of the Final Survey

The ALS shall conduct the final survey after the completion of the Development and after all unauthorized or unapproved encroachments and irregularities have been rectified. The ALS shall explicitly state in the final survey report that the date(s)/ period for which the survey fieldworks were conducted when the Development was substantially completed as at that time.

6.3 Tolerable Limit

It is considered acceptable from the survey point of view that the surveyed position of the as-constructed features of Development to be located outside the lot boundaries with a computed magnitude of less than 0.040m. If such tolerable limit is exceeded, the as-constructed feature is regarded as an off-site development.

6.4 Compliance with Code of Practice

Unless otherwise specified in this guideline, all survey work and SRP(s) prepared for the final survey shall be carried out in compliance with the prevailing Code of Practice under the Land Survey Ordinance (Cap. 473).

7. Document Requirements

7.1 Final Survey Report

The contents of the final survey report with the format of ALS's certification is outlined in **Annex A**. The sample photo index plan and list of site photos are also attached in **Annex B** and **Annex C** respectively for reference.

7.2. Survey Record Plan (SRP)

Unless otherwise specified in this guideline, the SRP prepared for the final survey should follow the requirements set out in the Code of Practice under the Land Survey Ordinance (Cap. 473).

8. Submission to Lands Department

The following documents in relation to the final survey shall be submitted:

1. A Letter of Certification signed by the ALS (refer to the relevant LAO Practice Note for the sample letter, if any).
2. A final survey report with all appendices (2 hard copies and 1 soft copy in PDF format) signed and certified by the ALS.
3. Survey Record Plan(s) (2 hard copies, 1 soft copy in PDF format as well as CAD format in DWG, DGN or DXF) signed and certified by the ALS.

- END -

Content for the Final Survey Report

All final survey reports prepared by ALSs shall contain at least, but not limited to the following elements:

1. Background of the Final Survey

- Subject lot number
- Location
- Survey purpose and scope
- Date(s)/ period of the final survey
- Land Boundary Plan number of the sale/grant/dimension plan annexed to the executed Conditions of Sale/Grant/Exchange, of which the lot boundary data was adopted in the final survey.
- Computation folder number for the determination of the final boundary of the subject lot.
- [If any] Other information (e.g. the approved building plans, Approval Letter, Modification Letter, etc.) to support a list of as-constructed installations, projections, architectural or amenity features, formation or construction works, etc. reported in the survey finding which are allowed to be constructed over the adjoining Government land.

2. Survey Details

- Survey origin (Please indicate if the survey origin is the same as the previous setting out survey)
- Survey instruments
- Checking result of PSMs or other previously surveyed features of the subject lot (if survey of PSM is not possible)

3. Survey Findings

- Summary of as-constructed features surveyed along the subject lot boundary. The survey and the independent check results of the as-constructed features are provided in the sample summary table below as an example for reference:

Boundary segment	As-constructed features surveyed along lot boundary	Shots Number	Surveyed coordinates	Checking coordinates	Discrepancy	Relevant site photos	Remarks
C-D	Structure corner	#3, #36	8XXXXXmN, 8XXXXXmE	8XXXXXmN, 8XXXXXmE	0.001mN, 0.004mE	Photo #3	
...	...	...	...	...	...	...	...

- List of as-constructed installations, projections, architectural or amenity features, formation or construction works, etc., for which approval have been obtained from the Buildings Department and the Lands Department such that they are allowed to be constructed over the adjoining Government land (see paragraph 6.1.6 of Appendix I) with appropriate cross reference.

Boundary segment	As-constructed features allowed to be constructed over the adjoining Government land	Relevant site photos	Reference of approval
D-E	Metallic decoration	Photo #3, 4	Building Plan No. XXX
...	...	...	...

- List of plan numbers of SRP(s) prepared for this survey, showing offset values and offset directions of all the measurements of as-constructed features of the Development along the lot boundary as required in the guideline (Appendix I).

4. Survey Results

(For example: As revealed in the completed SRP No. XXX, the completed construction works of the Development do not encroach on Government land, except for which approval have been obtained from the Buildings Department and the Lands Department such that they are allowed to be erected over the adjoining Government land.)

5. Certification

- The ALS should certify the final survey report in the following format:

I, , an Authorized Land Surveyor registered under the Land Survey Ordinance (Cap. 473), hereby certify that this survey has been carried out by me, or under my direct supervision in conformity with the Code of Practice approved by the Land Survey Authority under the Land Survey Ordinance.

I also hereby certify that that the survey was carried out upon completion of the Development in accordance with the requirements as stipulated in SMO Practice Note No. 2/2026, and that this final survey report correctly represents my work completed on the day of 20.....

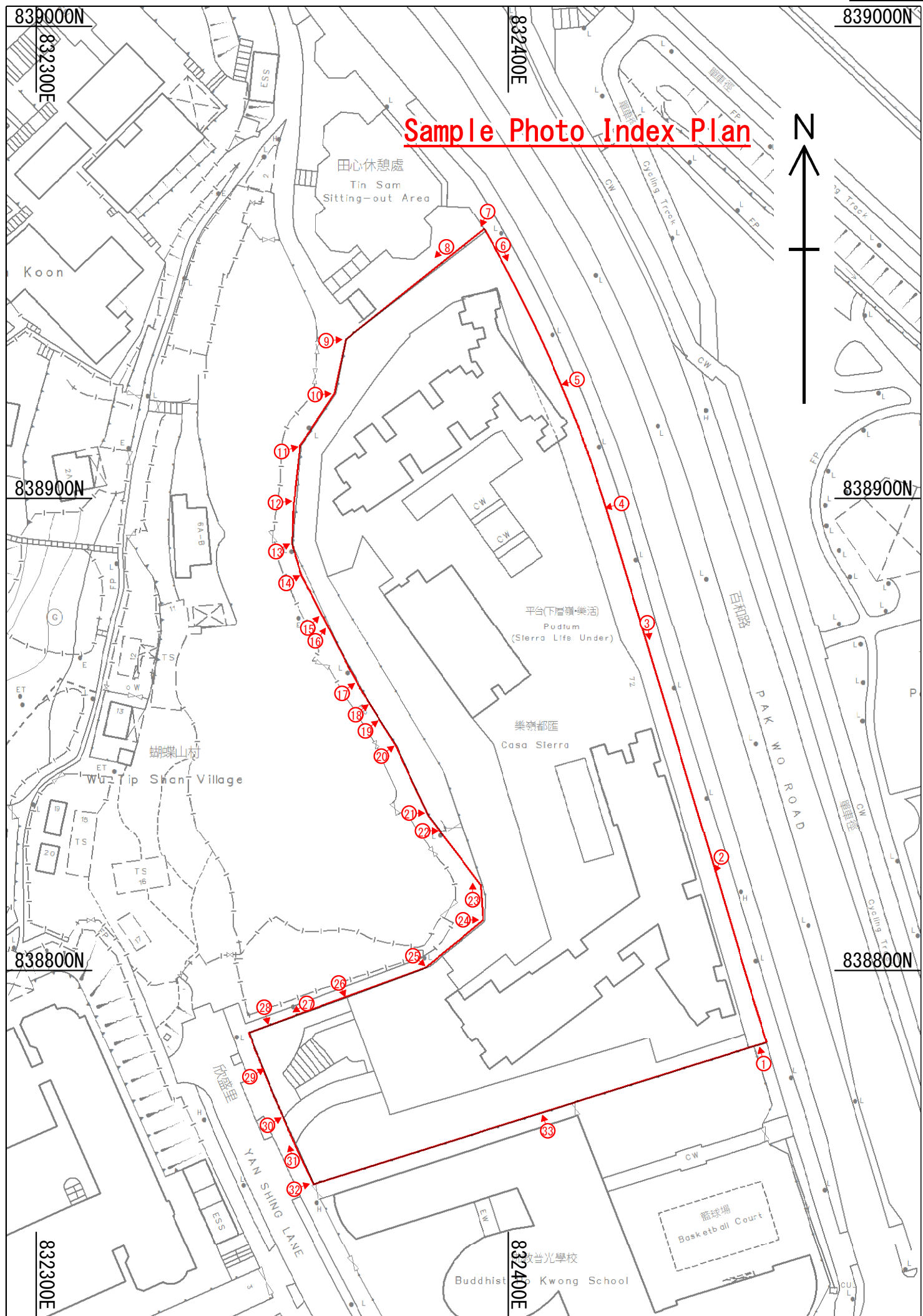
Dated this day of 20.....

.....

Authorized Land Surveyor

6. Appendices

- Copy of sale/grant/dimension plan annexed to the executed Conditions of Sale/Grant/Exchange
- Copy of reference SRP(s) of the subject lot or summary sheet(s) of the final subject lot boundary kept in computation folder
- Copy of station summary or coordinates list of survey control stations adopted as the survey origin
- Copy or print-out of the field notes, with corresponding certification stipulated in the Code of Practice under the Land Survey Ordinance (Cap. 473)
- Copy or print-out of the survey computations
- A photo index plan showing the location and direction of the photos taken along the lot boundary overlaid on an up-to-date base map (See **Annex B** for reference).
- Site photos with clear images of all surveyed features, annotated with corresponding survey shot numbers that match those shown on the SRP(s) prepared for this final survey. The date of the photos taken shall be clearly marked (See **Annex C** for reference).



Sample List of Photos

Annex C

Photo taken on [Date]



Photo 1



Photo 2



Photo 3



Photo 4